



*The Town of Berwyn Heights is seeking a part time Public Information Aide to form part of the Administration Department team.*

### **Who We Are**

The Town Council and employees of Berwyn Heights cultivate a high quality of life by engaging the community and delivering equitable, professional, and expeditious services to our residents. We are a safe, diverse town at the center of abundant natural beauty, with a neighborly charm and community spirit that is welcoming to all.

### **What We Desire**

- An individual with great attention to detail that can assist with the production of the Town Bulletin; in areas related to content, layout design and able to meet deadlines.
- Someone with knowledge and creativity that can generate, edit, publish content on various social media websites and Town web page.
- A candidate willing to promote town events and programs by the creation of promotional pieces that inform residents and businesses about town services and requirements.
- An individual that can serve as point of contact representing the Administration Department and the Town to the public in person and on the telephone.

### **What We Require**

- College degree (preferred) or equivalent, plus two (2) years' previous public information/communication, experience with customer service, preferable.
- Must have intermediate knowledge of computer use, including advance knowledge of MS Word, Excel and Outlook software.
- Able to pass any background and drug screenings required.
- Valid driver's license and own transportation

### **What You Can Expect**

This position is being offer as part time, sixteen (16) hour a week a rate of \$ 15.30 per hour.

### **If This Is You**

Complete and send a Town of Berwyn Heights employment application along with a cover letter, resume and 3 writing samples to Yvonne Odoi at [yodoi@berwynheightsmd.gov](mailto:yodoi@berwynheightsmd.gov) or mail to 5700 Berwyn Road, Berwyn Heights, Maryland 20740. First review will be **Tuesday, January 21, 2020.**